



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Construction Materials

Sub-Section:

TITLE: Aggregate Source Approvals

CUTOFF: End of calendar year

DESCRIPTION: Records for testing and approval of aggregate sources for all quarries providing aggregate to MoDOT road and bridge construction or maintenance projects. Includes, but is not limited to MoDOT test of geology formation and the yearly changes needed to determine the level of approval of the rock ledges for quality specifications. The quality specifications are needed to determine aggregate use, such as for paving roads, base rock or other uses.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23702

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Asphalt Job Mix Formula - Approved

CUTOFF: End of calendar year in which mix approved

DESCRIPTION: Approved asphalt job mix materials and properties formula from contractors for a road building or maintenance project to meet performance standards in the Missouri Standard Specifications for Highway Construction policy.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23593

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Contractor Performance Evaluation

CUTOFF: Completion of project

DESCRIPTION: Contractor performance evaluation performed at the end of each project and rating of prime contractors. Includes, but not limited to timeliness of document, quality of work, environmental compliance, traffic control and evaluation by MoDOT's Resident Engineer Office. A copy is provided to the contractor. Poor performance could result in removal from the approved contractor list.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23614

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Construction Materials

Sub-Section:

TITLE: Geotechnical Boring Records

CUTOFF: End of calendar year

DESCRIPTION: Records to include Geotechnical Bore Logs, Letters, Reports, Core Photos, and Survey Notes for the survey of transportation infrastructure.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23604

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Laboratory Test Reports

CUTOFF: End of calendar year

DESCRIPTION: Chemical, geotechnical, and physical laboratory test records and reports created by MoDOT to ensure materials meet quality specifications for building roads and bridges. Test records and reports include, but are not limited to information on the physical properties, physical components and field analysis of materials and building sites.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23587

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Materials Field Office Files

CUTOFF: Completion of project

DESCRIPTION: Materials project files contain contract provisions for asphalt, asphalt mixtures, job mix formulas and testing data for a contractor building a specific road project.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES: Completion of project is based on final acceptance report.

DISPOSITION ACTION: Destroy

SERIES: 23589

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Construction Materials

Sub-Section:

TITLE: Nuclear Gauge Audits

CUTOFF: Termination of nuclear gauge license

DESCRIPTION: Nuclear Regulatory Commission (NRC), other 3rd party and internal audits of nuclear gauges and records to include Provisions of the Radiation Protection Program, records of dose assessment, leak test, individual monitoring results and or evaluations of exposure history (copy is placed in exposed employees' personnel and workers compensation incident file), radiation dose to embryo/fetus and occupational dose to declared pregnant women (copy is placed in exposed employees' personnel and workers compensation incident file), compliance with dose limit for individual members of the public, unusual occurrences involving the spread of contamination in and around a facility (copy is placed in facility's management file), plans of structures and equipment in restricted areas where radioactive materials are used and/or stored and of locations of possible inaccessible contamination (copy is filed with building plans) and records of disposal of byproduct material.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Records maintained per 10 CFR 20 and 10 CFR 30 and 516.20 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 23690

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Nuclear Gauge Block Certificates and Inspections

CUTOFF: Expiration of calibration certificate or disposal of block

DESCRIPTION: Nuclear Gauge Calibration Block Certificates and probe inspections. The blocks are used to calibrate and validate the gauges. When a probe inspection shows poor condition, the gauge is disposed. Manufacturer recommends probe inspections annually. The certificate is kept with the block and the gauge.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23457

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Construction Materials

Sub-Section:

TITLE: Nuclear Gauge Byproduct Materials

CUTOFF: Date of transfer

DESCRIPTION: Records of receipt of byproduct material (gauge units) and its transfer for inventory and materials control per 10 CFR 20, 10 CFR 30, and 516.120 RSMo. Byproduct materials are used with a nuclear density gauge to measure the density of an object.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Records maintained Per 10 CFR 20 and 10 CFR 30 and 516.120 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 23578

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Nuclear Gauge Calibrations and Verifications

CUTOFF: Life of the gauge

DESCRIPTION: Nuclear gauge calibrations and verifications to ensure the gauge is reading moisture and soil density properly. Manufacture recommends calibration every two years. Verification is conducted every year. These documents must be kept with the gauge for the inspector.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23456

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Construction Materials

Sub-Section:

TITLE: Nuclear Gauge Records

CUTOFF: Termination of Nuclear Gauge License

DESCRIPTION: Includes Provisions of the Radiation Protection Program, records of dose assessment, individual monitoring results and/or evaluations of exposure history (copy is placed in exposed employees' personnel and workers compensation incident file), radiation dose to embryo/fetus and occupational dose to declared pregnant women (copy is placed in exposed employees' personnel and workers compensation incident file), compliance with dose limit for individual members of the public, unusual occurrences involving the spread of contamination in and around a facility (copy is placed in facility's management file), plans of structures and equipment in restricted areas where radioactive materials are used and/or stored and of locations of possible inaccessible contamination (copy is filed with building plans) and records of disposal of byproduct material.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Radiation Safety Officer maintains these records per NRC regulations. Record requirements are per 10 CFR 20 and 10 CFR 30.

DISPOSITION ACTION: Permanent

SERIES: 23691

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Pre-Acceptance List Program Records

CUTOFF: Inactive account

DESCRIPTION: Includes applications for certification of compliance for manufacturers, fabricators or distributors in construction materials for the Pre-Acceptance List (PAL) program. The PAL program enables MoDOT to accept materials from producers with a good history of quality without testing every order received.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23615

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Construction Materials

Sub-Section:

TITLE: Technician Certification Program – Applications and Tests

CUTOFF: When superseded or obsolete

DESCRIPTION: MoDOT Construction Materials' Technician Certification Program individual's certificate applications, test answer sheets, proficiency exams and related correspondence.

RETENTION: Years: 0 Months: 6 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23741

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Technician Certification Program - Certificates

CUTOFF: Technician's final certificate expiration

DESCRIPTION: MoDOT Construction Materials' Technician Certification Program certificates issued. Includes technician name, certifications earned and final expiration date of each type of certification.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: A technician may have several certifications with a variety of expiration dates; maintain all certification data until the final expiration date.

DISPOSITION ACTION: Destroy

SERIES: 23458

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011